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Monitoring and Reporting Associate (UNOCHA) - Ramallah

Ramallah, Palestine, State of

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JOB INFO

Job Identification	33363
Posting Date	04/15/2026, 12:20 AM
Apply Before	04/29/2026, 06:59 AM
Job Schedule	Full time
Locations	Ramallah, Palestine, State of
Agency	UNOCHA
Grade	G6
Vacancy Type	Fixed Term
Practice Area	UN Coordination
Bureau	Regional Bureau for Arab States
Contract Duration	1 Year with Possibility for extension
Education & Work Experience	Bachelor's Degree - 3 year(s) experience OR High School certificate- 6 year(s) experience
Required Languages	Fluency in English and Arabic language is required
Vacancy Timeline	2 Weeks

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Mobility required/no mobility required
mobility

JOB DESCRIPTION

Background

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors to alleviate human suffering in disasters and emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

The Office for the Coordination of Humanitarian Affairs (OCHA) has responsibility for inter-agency coordination in complex emergencies and natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities, and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there too and the need for international assistance.

This fixed term job opening is being advertised for the position of Monitoring and Reporting Associate in Gaza/ Ramallah, occupied Palestinian territory (oPt). Under the direct guidance and supervision of the Head of the Humanitarian Financing Unit/Fund Manager.

Duties and Responsibilities

Within delegated authority, the Monitoring and Evaluation Associate will be responsible for the following duties:

- Follow up on partner monitoring timelines on the Grant Management System (GMS) in line with the oPt HF operational modalities.

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- Assist in performing monitoring missions/field visits for funded projects in line with the Humanitarian Fund (HF) monitoring plan.
- Assist with the coordination and implementation of field monitoring visits (including with logistics and security clearances) and remote monitoring of HF-funded projects.
- Draft and prepare monitoring reports
- Ensure findings and results of monitoring visits are shared with appropriate stakeholders and partners in a timely manner; upload the report and recommendations/follow up action points on the Grant Management System (GMS) monitoring module.
- Grant Management System (GMS) monitoring module.
- Review submitted monitoring reports and assist in analyzing the results.
- Follow up with the recommendations with respective partners and cluster coordinators.
- Liaise with partners to receive progress narrative reports in time as per defined operational modalities of HF Funded Project.
- Review narrative reports and provide feedback to partners, related to individual progress and final narrative and reports on Grant Management System (GMS).
- Attend relevant HF meetings and assist in taking minutes.
- Preparation of invitations for Monitoring and Reporting related training.
- Assist in designing printing materials and compile training materials/tools.
- Assist in planning and participating in training/workshops for implementing partners and other stakeholders.
- Participate in technical assistance for partners on Grant Management System (GMS).
- Support in the compilation of different inputs for the allocation papers.
- Support the Humanitarian Finance Unit during the allocation process reviewing programme related sections of submitted project proposals Assist in the coordination of logistic support to the Humanitarian Finance Unit.
- Follow up on the reporting time frame of individual projects and follow up with partners on the timely submission of reports within the deadline.
- Assist in partners' registration, evaluating partners' eligibility as per the oPt HF operational modality and CBPF global guidelines, conducting thorough due

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diligence, and assisting in the capacity assessment process.

- Perform other duties as required.

Competencies

PROFESSIONALISM: Knowledge of a range of humanitarian assistance and related human rights issues. Proven and demonstrable experience in the analysis of information and capacity to articulate information management requirements. Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Able to perform analysis, modeling, and interpretation of data in support of decision-making. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Required Skills and Experience

Education:

- Secondary education is required.
- A university degree (Bachelor's degree) in administration, Economics, Political or Social Sciences, International Studies, humanitarian affairs, statistics or a related field will be given due consideration, but it is not a requirement.

Experience:

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- Minimum (6) six years (with Secondary Education) or 3 years (with Bachelor´s degree) of progressively responsible experience in humanitarian monitoring, and/or programs or other related areas is required.
- Experience in Monitoring evaluation and/or reporting in a humanitarian context is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Experience in data analytics or related area is desirable.
- Experience in review of reporting requirements and guidelines is desirable
- Experience with the UN common system or equivalent international organization is desirable.
- Relevant field experience in emergencies is desirable.

Language Requirements:

- Fluency in English and Arabic language is required.

Equal opportunity

As an equal opportunity employer, UNOCHA values diversity as an expression of the multiplicity of nations and cultures where we operate and, as such, we encourage qualified applicants from all backgrounds to apply for roles in the organization. Our employment decisions are based on merit and suitability for the role, without discrimination.

UNOCHA is also committed to creating an inclusive workplace where all personnel are empowered to contribute to our mission, are valued, can thrive, and benefit from career opportunities that are open to all.

Sexual harassment, exploitation, and abuse of authority

UNOCHA does not tolerate harassment, sexual harassment, exploitation, discrimination and abuse of authority. All selected candidates, therefore, undergo relevant checks and are expected to adhere to the respective standards and principles.

Probation

For all new UNOCHA fixed term appointments (FTA), including for staff members being transferred or seconded to UNOCHA under the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff, on an appointment of more than one year, continuation of the appointment beyond the initial 12 months is contingent upon the successful completion of a probationary period.

Right to select multiple candidates

UNOCHA reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNOCHA at the same grade level and with similar job description, experience and educational requirements.

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